

Minutes of the Dersingham Parish Council meeting held on 28th November 2022 at 7pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson (Vice Chairman) Robert Anderson, Tony Bubb, Robert Frost, John Houston, Martin Noble, Mike Shepherd, Jordan Stokes, and Ann Watkins

Also present: Karen Orgill (Business Manager). Geraldine Scanlon (Assistant Business Manager)

14165 Apologies for absence

Apologies were received from Cllrs Valerie Brundle, Dane Hipkin and Dennis Wright

14166 Declarations of interest and request dispensations by Councillors in any of the agenda items listed – None Received.

14166 Open forum for public participation – None present.

14167 Verbal report from the Norfolk County Councillor – Cllr Stuart Dark was not present.

14168 Verbal report from the Borough Councillors

Cllr Bubb reported Borough Council has banned the release of sky lanterns or balloons on any land or property owned by the Borough Council and asked if the Parish Council could extend the policy for land they own. It was agreed the item be placed on the agenda for the next full council meeting.

The St George's Guildhall and Community Trust is to be registered as a Charitable Incorporated Organisation to enable them to obtain funding for the Guildhall.

14169 Finance

a) Approval of the payments lists

The Chairman advised that the BACS, Direct Debit and Standing Orders, Private and Confidential payment lists had been circulated. However, invoices from Clanpress and HP Computers, for the new office laptops, have been received and entered onto an additional BACS payment list for authorisation.

It was resolved to approve the payments.

b) Accounts up to 30th September 2022

Cllr M Shepherd reported the accounts had been circulated and were up to the 11th November 2022, to show the required amendments highlighted at the Finance & Administration Committee meeting during the budget setting process.

He also reported the bank reconciliation to 31st October 2022 were all in order.

14170 Minutes

a) Minutes of Dersingham Parish Council meeting of 24th October 2022

i) Approval of the Minutes

It was resolved for the minutes to be approved and signed by the Chairman as a correct record.

ii) Action points

The action points were discussed and those completed removed.

b) Minutes of the Environment Committee meeting held 7th November 2022

Cllr R Frost reported a parishioner had asked if the bright LED light outside their property could be replaced with a softer light. The Business Manager (BM) contacted K&M Lighting, and this has now been done.

Cllr R Frost advised he had spoken to the contractor regarding the gate closures on the Recreation Ground who had assured him the work would be carried out Thursday 24th November, however the work has not been completed therefore he will contact the contractor again.

c) Minutes of the Planning Committee meeting held 14th November 2022

Cllr C Shepherd reported two applications had been discussed and both had been resolved as No Objections. However, the Parish Council made comment on application 22/01872/F to support the observations made regarding discharging of rainwater and would request adequate soakaways be provided and identification of the soakaways position be made on the plans.

Cllr C Shepherd advised that following the fire she will contact the owner of the Youth and Community Centre, Manor Road, site to ask when the area will be cleared of overgrown vegetation.

d) Minutes of the Finance & Administration Committee meeting held 17th October 2022

Cllr M Shepherd advised the Committee had started the Budget Setting process. The laptops for the technical refresh of staffing IT had been delivered to the office today, however the implementation of the new IT/Email is behind schedule due to sickness.

e) Minutes of the Staffing Committee meeting held 17th October 2022

The Chairman reported the committee had carried out the budget setting and authorised staff salaries.

14171 Planning applications and determinations

The Council discussed the following application:

Applications:

22/01925/F Demolition of conservatory, single storey rear extension, loft conversion and associated works at 20 White Horse Drive – **No Objections**

22/02053/A Advertisement application for 1 x static non-illuminated advertisement at Prior Roundabout A149 Lynn Road, Dersingham – **Strongly Objected.**

Due to being in Ramsar Site, Area of Outstanding Beauty (AONB), National Nature Reserve (NNR), Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC) and is considered to be a distraction to drivers and therefore a traffic hazard.

Determinations:

22/01626/F 35 Gelham Manor, Dersingham – Single storey flat roof side and rear extension and alterations to dwelling – **Permitted**

22/00144/F 5 Brenda Collison Close, Dersingham – Proposed first floor extension and alterations – **refused**.

14172 Chairman's Report

The Chairman reported the following:

She had laid wreaths on behalf of the Parish Council at the village War Memorial on the 11th November and in the Church the following Sunday and had also attended the funeral of Cllr George Billard on the 11th November.

After the recent fire at the old school/community centre new proposals regarding the development of the site are expected.

A request from Barclays Bank had been received requesting detailed information for a review of their records. After contacting Barclays, they confirmed the request was genuine however the personal information was not required. Barclays confirmed they would send a simpler request, but nothing has been received to date.

An afternoon tea will take place on Sunday 11th December between 3pm and 5pm and is organised by the Parish Council and DVCA for those that volunteer for both organisations throughout the year.

The Parish Council agreed to purchase a 2 metre Christmas tree for the St Nicholas Christmas Tree festival . Decorating the tree can take place Wednesday 30th November or Thursday 1st December between 9am and 12noon.

14173 Business Managers Report

The Business Manager (BM) advised she had attended the Clerks Cluster, a meeting where Clerks share best practices etc, on Friday at Pensthorpe run by Norfolk Parish Training and Support (NPTS).

The BM and the Chairman had met to standardise the agendas, the intention is to also standardise the minutes.

The BM and the Assistant Business manager (ABM) intend to carry out an Asset Register check in preparation of the next AGAR. Cllr M Shepherd suggested the Environment Committee updated the Asset Register to show the streetlights replaced and the new trees purchased by the Parish Council.

14174 Proposed Meetings Dates 2023

The Chairman advised the BM had circulated a list of proposed date up to May 2023. A date for the Annual Parish Meeting is yet to be agreed and the meeting of the 15th May 2023 will be the Annual Parish Council Meeting.

14175 HM The King's Coronation Saturday 6th May 2023

The Chairman advised the groups who had been involved with the events to celebrate the Queens Platinum Jubilee had been contacted and a meeting arranged for Wednesday 30th November to discuss ideas to celebrate the Kings Coronation on Saturday 6th May 2023 and asked for any suggestions or ideas.

14176 Correspondence

a) To note two temporary traffic orders.

Ingoldisthorpe Footpath 7 from its junction with U22569 The Drift for 1800m southwards in the Parish of Ingoldisthorpe because of footway repair works.

The footpath will be temporarily closed (except for access) from 28th November 2022 to 17th February 2023. – **Noted at the meeting**

- c) Footpath Dersingham FP16 from its junction with C87 Station Road for 100m northwards in the Parish of Dersingham because of footpath repair works. The footpath will be temporarily closed (except for access) from 28th November 17th February 2023.- **Noted at the meeting**
Cllr B Anderson advised he had written to the co-ordinator of the footpath project, as a member of Norfolk Butterfly Conservation, to request the proposal of planting trees going north of footpath 16 be reconsidered as the Common Blue, Brown Argus, Small Copper, and “Golden” Skippers are often seen in the area.
- d) Police and Crime Commissioner – Have Your Say on Tuesday 13th December at 6pm to 8pm at ‘Discover King’s Lynn’, Vancouver Quarter, 24 Broad Street, Kings Lynn - **Noted at the meeting**

Two Tree Preservation Orders (TPO) have been received.
The first TPO at 6 Doddshill Road and the second TPO at 29 Pansey Drive, the BM has details of each order.

The Chairman reported the bridge between the Holyrood Estate and the Sportsground had been discussed by the Environment Committee and a meeting had taken place with the landowner and freeholder to discuss repair/replacement of the bridge, it had been suggested culverting the ditch. Cllr Bubb had advised the Chairman the work had been carried out. The Chairman is to contact the landowner to ascertain who had carried out the work.

14177 Items for inclusions on the next agenda

To discuss banning the release of sky lanterns or balloons on any land or property owned by the Parish Council
Minutes of the Communication Committee meeting held 7th November 2022
Minutes of the Environment Committee Budget Meeting held 21st November 2022

14178 Date & Place of next meeting

19th December 2022 at 7.00pm , Garden Room, Dersingham Centre

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: “That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

14179 Sports Ground Lease

The Chairman advised our solicitor is awaiting a response from the Landowners solicitor regarding an issue raised.

14180 Queen Elizabeth II Jubilee Hall Lease

The Chairman advised the Finance & Administration Committee had agreed for the appointed solicitor to write to the Social Club regarding the lease on the Queen Elizabeth II Jubilee Hall.

With no further business the meeting closed at 8.10pm

Action points from the Parish Council meeting held 30th May 2022:

Business Manager

- To add the new trees at the recreation ground and near to the village sign to the Asset Register.

Action points from the Parish Council meeting held 26th September 2022:

Business Manager

- To arrange to become a signatory on the main bank account.

Action points from Parish Council meeting held 28th November 2022:

Business Manager

- To add the ban of lanterns, balloons policy to the next Full Council Agenda.
- To add a date for the Annual Parish Meeting to the meeting dates for 2023.
- To show the meeting of 15th May 2023 as the Annual Parish Council Meeting.

Cllr C Shepherd

- To contact the owner for update regarding the clearing of vegetation at the Youth and Community Centre, Manor Road.
- To contact the landowner to establish who had carried out the works on the culverted bridge recently installed between Holyrood Estate and the Sports Ground.

Cllr R Frost

- To contact the Contractor regarding the gate closures at the recreation ground.